OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL

Associate in Science
Career/Technical (Major Code: 02046)

The curriculum is designed to prepare students to work in an automated office environment. Students will gain comprehensive training in word processing, filing and records management, machine transcription, business communications, and the integrated electronic office including email, Internet office applications, and management information systems software. Students will gain preparation for Microsoft Office Specialist (MOS) certification and may desire to pass a certifying examination. The Associate in Science degree is granted upon the completion of courses listed in both basic and advanced certificates.

Program Student Learning Outcomes

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction, taking and transcribing minutes, developing reports, and using good communication skills to solve problems.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print, computer/Internet and other resources to research projects to produce clear, accurate, and organized reports, tables, statistics, and reference materials applying advanced features of word processing, spreadsheet, presentation, and database applications.

Code	Title	Units
Program Requirements [1]		
BUS 73	KEYBOARDING SPEED AND ACCURACY I	1
BUS 74	KEYBOARDING SPEED AND ACCURACY II	1
BUS 200A	MICROSOFT WORD: BEGINNING	2.5
BUS 200B	MICROSOFT WORD: ADVANCED	2.5
BUS 206	FILING AND RECORDS MANAGEMENT	2.5
BUS 210	BUSINESS ENGLISH	3
BUS 211	COMMUNICATION IN BUSINESS AND INDUSTRY	3
or BUS 212	BUSINESS COMMUNICATION	
BUS 218	PROCEDURES FOR OFFICE PROFESSIONALS	4
CIS 122B	SPREADSHEET: SOFTWARE	1
Select 2-4 units of the following:		2-4
BUS 290	WORK EXPERIENCE IN BUSINESS I	
BUS 291	WORK EXPERIENCE IN BUSINESS II	
BUS 292	WORK EXPERIENCE IN BUSINESS III	
BUS 293	WORK EXPERIENCE IN BUSINESS IV	
Total Units		**22.5-24.5**

Code	Title	Units
Recommended Electives		
BUS 70	KEYBOARDING I	1
BUS 71	KEYBOARDING II	1
CIS 101	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	4
CIS 133	ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE	1
CIS 134	MICROCOMPUTER DATABASE SOFTWARE--- ACCESS	1
CIS 139	WINDOWING ENVIRONMENT	1

[1] Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

To earn an associate degree, additional general education and graduation requirements (http://catalog.swccd.edu/certificates-certifications-degrees-csuuc-requirements/) must be completed.